

**SECRET**

19 May 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Background Information on Suitland Records Center

1. In response to your request for additional information concerning the types of documents to be stored in the Federal Records Center Vault at Suitland, the Security controls established, and the administrative procedures to be employed the following information is submitted.

BACKGROUND

In January 1964 the CIA Records Administration Officer predicted that our Records Center would be full by 1967. He was advised that no new construction would be authorized during this time period and he was asked to consider alternative solutions. One of the recommendations was to "Negotiate with GSA and the Agencies of the USIB to reach an agreement for the centralized secure storage of certain reference records."

Negotiations in the Spring of 1964 resulted in an agreement with the Assistant Archivist for Records Management and the Assistant Archivist for Federal Records Centers that one of the several vaults in the Suitland building would be reserved for use by the USIB community.

In August 1964 interested Agencies studied the GSA plans for the proposed Suitland Records Center. The plan was approved by the Agency offices whose records were being considered for storage at Suitland and endorsed by the USIB Committee on Documentation on 11 May 1965. (TAB A)

TYPES OF DOCUMENTS

Agency Inactive and Archival records are too sensitive to be stored outside Agency facilities. This was the basic principle upon which the Records Center was established. The Vital Records are an intrinsic part of the Emergency Relocation Plan

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Of the CIA/USIB Intelligence Reference Collections only those classified less than TOP SECRET and which have been distributed

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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to the USIB Community will be transferred to the Federal Records Center. Attached at TAB B is a list of 44 types of publications that make up the major portion of that collection. Office of Security approval is attached at TAB C.

During the negotiations for this space, the National Archives and Records Service (NARS) said that the Intelligence Reference Collection did not qualify as inactive records and could not be serviced or stored by NARS. Extra copies of published material are not acceptable for storage in Federal Records Centers, but the long range possibility of a central USIB intelligence reference collection that would help eliminate thousands of duplicate records in storage by other agencies was of interest to them. It was decided that if this collection was serviced by CIA personnel NARS would accept our definition of it as reference records.

#### SECURITY CONTROLS

Plans for the building were reviewed by our offices of Security and Logistics and certain modifications were made in the construction to meet our security standards. The vault construction exceeds our minimum Security requirements. The doors, locks, and alarm systems have been approved by our Office of Security. The Suitland Center has an armed guard located in the building during the night, and day and night over the weekends.

We plan to occupy part of a vault which will also contain records from NSA and DIA, but the records will not be intermingled. NSA storage is compartmented by a cinder block wall. We plan to install a personnel barrier to compartment the Agency section of the vault. DIA material will be open storage within the vault. The Office of Logistics made a preliminary estimate that an expanded metal barrier of the kind recommended by the Office of Security would cost approximately \$7,000. Agency personnel will be in the vault during the day. The alarm system, the guards, and controlled access restrictions are the after hours controls.

#### OPERATING PROCEDURES AND CONTROLS

All of the access requirements, document controls, and distribution records currently in use at the Agency Records Center will be applied. Only Agency employees, assigned to the NARS Records Center on an informal detail, will service the requests and the Agency Courier System will handle the document transportation in and out.

The NSA compartmented section will remain locked and will be visited by NSA personnel infrequently to process the few requests and deposits they require.

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The DIA material will continue to be serviced by GSA cleared personnel.

Our employees will be paid by the Agency. They will serve under technical guidance of the Agency and under the Administrative supervision of NARS. Budget requests have been submitted for three ceiling positions. Until new positions are established, two slots have been provided from the Office of the DDS.

A Memorandum of Understanding on the detailed personnel arrangement is being drafted for DDS signature to the Archivist of the United States, and will be submitted within the next week.

GSA is now operating in the building and will spend the next year moving in its records. We hope to begin our move this summer.

#### MICROFILMING

Microfilming inactive records to conserve space was among the alternatives considered for the January 1964 report and has been periodically reviewed since. The cost of microfilming one cubic foot of records today averages approximately \$30.00; the same paper can be kept in Records Center storage for about 69 years for that amount.

The new microfilming technology holds great promise but the state of the art today has not changed the cost ratio nor improved the storage and retrieval limitations.

In November 1961 the Chief, ADP Staff estimated that it would cost \$675,000 to microfilm 29,437 cubic feet of selected material at the Center. In addition, he estimated that 112 people would be required during the first year of conversion, and 40 full time employees would be needed permanently to keep pace with accessions of 10,000 cubic feet per year. That survey report is attached at TAB B.

Where microfilming is economically feasible and efficient as a part of an office operation we recommend storage of the micro-filming product. At present there is in the Records Center approximately 93,000 reels of microfilm, 151 cubic feet of aperture products.

2. The Suitland Project is worth more than a half million dollars to the Agency. In 1957 we spent \$448,000 to construct 60,000 cubic feet of storage space. Today, we have acquired about 50,000 cubic feet without charge. The only expense will be a \$7,000 barrier and about \$20,000 per year in salaries.

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3. It is important to note for the future that in the first ten months of this Fiscal Year, the Records Center has averaged a daily receipt of 73 boxes and disposed of 27 boxes per workday, for a daily net growth of 46 cubic feet. At this rate, the removal of 20,000 cubic feet permits a two year growth. We hope to stretch it to three years. New solutions are being sought but for the present it appears our only reasonable outlook for the future is the acquisition of additional space for hard copy storage.

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CIA Records Administration Officer

Distribution:

Orig & 1 - DDS  
1 - SSS  
1 - RAS

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DDS/SSS/RAB,  (19 May 67)

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CODIB-D-75/1

1 March 1965


UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Proposal for Central Storage Facilities for  
Inactive USIB Community Agency Records

1. CODIB-D-75 of 30 January 1961 reflected agreement among the Records Management Officers of the Departments of the Air Force, Army, Navy, State, the Atomic Energy Commission, the Federal Bureau of Investigation and the Central Intelligence Agency to ease records management handling problems involving inactive materials older than five years.

2. The Chief of CIA's Records Management Staff has sent the attached memorandum and study to reflect further efforts to control the volume and processing of retired USIB community records.

3. It is suggested that the attached be discussed at a forthcoming meeting.

  
Paul A. Borel W  
Chairman

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Attachment

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MEMORANDUM

TO : Chairman, Committee on Documentation DATE: 18 Jan 1965  
FROM : CIA Records Administration Staff/DD/S  
SUBJECT: Central Storage Facilities for Records of USIB Community Agencies

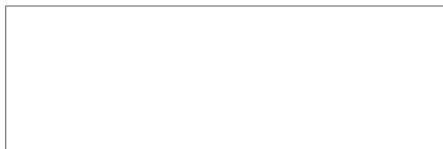
1. The attached Staff study describes a proposal that can contribute to the control of volume as well as content and scope of USIB community records.

2. The paper proposes intelligence community use of space in the new Federal Records Center to be built at Suitland, Maryland which will be completed by February 1967. The proposal has been concurred in by the Records Management Officers of DIA, State Department and CIA and approved in principle by AEC.

3. The National Security Agency plans to store records in the Suitland Center in the area assigned to the intelligence community, but this space will be separated from all other records, have its own physical security controls and access will be restricted to NSA personnel. The NSA representative feels that due to the nature of the end products of his Agency "... it is not feasible to participate in all aspects of the USIB Records Center."

4. To date, no comment on this proposal has been received from the Federal Bureau of Investigation.

5. This paper is being submitted to CODIB for their information and comment.



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MEMORANDUM

TO : CIA Records Administration Officer

DATE: 10 November 1984

FROM :

SUBJECT: USIB Records Center

OBJECTIVE

To establish a central records facility in the new Federal Records Center at Suitland, Maryland for storing inactive intelligence products and related documents of concerned USIB Community Agencies.

ASSUMPTIONS

1. That the physical security of the facility will be approved by the Agencies concerned.
2. That staffing and personnel security requirements will be approved by the participating agencies.

Facts

1. Agencies of the USIB Community have agreed in principle with the provisions of CODIB-D-75, 30 January 1961, concerning interagency use of record copies of intelligence products. It was the intention of this agreement to control growth of reference collections by destroying inactive material received from other Agencies, and to rely on the Agency of record for future reference needs.
2. Within the USIB Community copies of intelligence products are held in scattered locations such as offices, libraries, agency records centers, the Federal Records Center and the National Archives.
3. Reference service to scattered collections is often cumbersome and time consuming.
4. Some persons responsible for administering and servicing reference collections are reluctant to destroy another agency's material because they doubt that agency can produce needed records. The same persons are critical of the time involved in getting reference service.

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5. The concerned Records Officers of the USIB Community agree that a centralized records storage facility should be established in the new Federal Records Center at Suitland, Maryland. Officials of the National Archives and Records Service have provided for the space and physical security arrangements required by these agencies.

#### Discussion

1. The Federal Government has established a precedent for the utility of specialized records facilities. The National Archives and Records Service, GSA, built and operates the Civilian Personnel and the Military Personnel Records Centers in St. Louis, Missouri. These centers presently store and service more than 2,500,000 cubic feet of records.

2. The Federal Records Center in Alexandria, Virginia now stores and services more than 50,000 cubic feet of intelligence records of the Defense Intelligence Agency (which includes ONI, ACSI and AFCIN) and the Department of State. These records could serve as a nucleus for the proposed USIB Center.

3. To increase the effectiveness of the program envisioned in CODIB-D-75, the custodians of intelligence reference collections need more assurance that other agency products will be available when needed and within the shortest time possible. A central records facility for the USIB Community would store record copies and/or distribution copies of intelligence products and related records of all concerned agencies. A principal mission of this facility would be to secure and maintain on a continuing basis complete sets of intelligence products and thus supply the needed assurance of availability. Also, a central records facility would expedite reference service since there would be only one point of call, and courier service could be provided on a priority or a routine basis. Priority delivery could be made within an hour or two and the routine within a working day.

#### Conclusion

1. The control of growth as well as content of intelligence reference collections within the USIB Community is a continuing problem recently alluded to in the Stage 1 Report of the Staff for the Community Information Processing Study (SCIPS). That report estimated that "... there are 220 million unit records in the central reference files of the Community ... and that the present new growth of these files is at the rate of 30 million unit records per year ...". A central records facility for the USIB Community could contribute to the control of this growth by storing and servicing the intelligence products

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of the Community and thus permit destruction of inactive copies held in various reference collections. The Community would also benefit in terms of content control by knowing what records would be available. Also, the Community could be assured of preservation of their intelligence archives.

2. The actions proposed in this paper relate to the mission of the Committee on Documentation, USIB (CODIB) in respect to promoting optional use of information of intelligence value, and in respect to their responsibility for monitoring interagency agreements concerning such matters.

### Action Recommended

1. That the Records Officers concerned formally concur in the objective of this paper as stated above.

2. That this proposed be coordinated with CODIB for the purpose of informing the USIB Community.

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### Concurrences:

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Central Intelligence Agency

Chief, Records Administration Staff  
Title

10 Nov 1964  
Date

STAT

s/Donald J. Simon  
Department of State

Chief, Div. of Records Mgmt.  
Title

Nov. 13, 1964  
Date

Defense Intelligence Agency

Chief, Records Mgmt Group  
DIASA-5  
Title

Nov 12 1964  
Date

See attached memorandum  
Atomic Energy Commission

Title

Date

See paragraph 3 of transmittal memorandum  
National Security Agency

Title

Date

See paragraph 4 of transmittal memorandum  
Federal Bureau of Investigation

Title

Date

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UNITED STATES  
ATOMIC ENERGY COMMISSION  
WASHINGTON, D.C. 20545

December 8, 1964

STAT [redacted]  
Records Administration Staff  
Central Intelligence Agency  
Washington, D.C.

STAT [redacted]  
Reference is made to the proposal for the establishment of a central records facility for storing inactive intelligence files of USIB Community Agencies.

The AEC is in agreement with the objectives of the proposal; however, our volume of inactive intelligence records is comparatively small and economically maintained. The manpower and other costs attendant to their preparation for retirement to a central storage facility would be disproportionate to any advantage that the AEC might gain. Under these circumstances, we plan to retain our small collection of inactive intelligence data.

As outlined in my letter to you on April 28, 1960, the AEC retains select intelligence documents originated by other agencies to minimize our need for requesting reference service. We feel the minimal cost of storing and maintaining this small volume of duplicated records is far outweighed by in-house capability to provide ready access. We will continue to provide other agencies reference service to inactive AEC originated documents as requested and available.

Sincerely yours,

s/ Thomas J. Pugliese

Thomas J. Pugliese, Chief  
Records Management Branch  
Office of the Controller

3/18/65

PROPOSED CHANGE TO CODIB-D-75/1, 1 MARCH 1965

The National Security Agency proposes the following amendment to the staff study of 10 November 1964, attached to CODIB-D-75/1, 1 March 1965, to be inserted after page 1, paragraph 4 thereof:

"NSA's participation would be limited to utilization of no-cost space in the Suitland Federal Records Center within the area allocated to the intelligence community for maintenance of approximately 50,000 cubic feet of inactive technical records to be selected by NSA; such space to be physically partitioned from all other records, to have a separate security alarm system, and with access and servicing limited to NSA personnel."

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COPIES-M-82  
11 May 1965

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UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Minutes of the Sixty-second Meeting, 4 May 1965

Members or Their Representatives Present

STATE - Mr. A. Sidney Buford, III  
DIA -   
ARMY - Lt. Col. Frank Case  
NAVY - Mr. M. Zeno Thornton  
AIR FORCE - Col. Byron L. Schatzley  
NSA -   
DEFENSE - Dr. Ruth M. Davis  
FBI - Not Represented  
AEC - Not Represented  
CIA - Mr. Paul A. Rowell, Chairman  
OS -   
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Associate Members Present

NBS - Dr. Samuel N. Alexander

Others Present

DIA -   
NSA - Mr. Thomas J. Stratton  
STATE - Mr. Curtis L. Felt  
CIA -   
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downgrading and  
declassification

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1. The minutes of the sixty-first meeting (CODIB-M-61, 24 March 1965) were approved as amended (CODIB-M-61/1, 9 April 1965).

2. CODIB-D-75/1, 1 March 1965 (Proposal for Central Storage Facilities for Inactive USIB Community Agency Records): The Chairman said that he wished to be sure that there was no misunderstanding or lack of agreement on the proposal before it was given a CODIB blessing. [redacted] Records Management Group, DIA stated that [redacted] Assistant Chief of Staff for Administration, had called a meeting of records management officers of OSD, JCS, and the military services. All of these officers concurred in the proposal. [redacted] reiterated a request made at the previous CODIB meeting to amend the staff study of 10 November 1964 which was attached to CODIB-D-75/1, 1 March 1965 (Attachment to CODIB-M-61). There being no objections raised it was so directed and the proposal as amended was endorsed by CODIB.

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3. USIB-D-5.1/5, 12 April 1965 (Action on Committee Structure of USIB) was referenced by the Chairman. He noted that this directive had been approved and that CODIB would henceforth have a CIA member in addition to the present chairmanship.

4. State Membership Change: Mr. A. Sidney Buford III was welcomed to the Committee as the new State member. Mr. Ed Wilson, who has been replaced by Mr. Buford, has been assigned to Caracas, Venezuela and will leave for his new post 1 July 1965. It was moved by Col. Schatzley and seconded by Dr. Davis that the Committee recognize the exemplary manner in which Mr. Wilson performed his CODIB responsibilities by presenting him with a certificate of appreciation. The motion was approved.

5. Task Team Reports: The Chairman called for the status of respective task team efforts, particularly concerning dates when written reports might be expected.

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17 MAY 1967

CIA ARCHIVES AND RECORDS CENTER

16 May 1967

LISTING OF INTELLIGENCE PUBLICATIONS CLASSIFIED UP TO AND INCLUDING SECRET TO BE TRANSFERRED TO THE SUTLAND FEDERAL RECORDS CENTER:

DCI AREA

Historical Staff

1. Studies in Intelligence

ONE

1. National Intelligence Estimates (NIE)
2. Special National Intelligence Estimates (SNIE)

DDI AREA

CGS

1. Intelligence Collection Guide (RR C. CG)

FBIS

1. Daily Report
2. Special Memoranda
3. Economic Abstracts
4. Trends in Communist Propaganda
5. Survey of Communist Propaganda
6. Special Reports on Communist Propaganda
7. Station & Program Notes
8. Program Schedules
9. Foreign Press Transmission Schedules
10. FDD Consolidated Translation Survey
11. FDD Summary
12. FDD Translations
13. FDD Foreign Press Information Report
14. FDD Daily Press Reports



OCR

1. Intelligence Publication Index (IPI)
2. Biographic Handbook (BH)
3. Reference Aids (CR-A)
4. Biographic Reference Aids (GR-BA)
5. Biographic Intell. Report (CR-BR)
6. Intelligence Subject Code (ISC)

OBI

1. Maps
2. National Intelligence Survey (NIS)
3. Geographic Intell. Memoranda (GM)
4. Geographic Intell. Report (GR)
5. Geographic Support Project (GS)

OCI

1. Intelligence Handbook

ORR

1. Intelligence Reports (RR IR)
2. Intelligence Memoranda (RR IM)
3. ORR Projects (RR SP)
4. Intelligence Handbooks (RR IH)

NPIC

1. Photographic Intelligence Report (R)
2. Photographic Intell. Briefs (B)
3. Joint Photographic Intell. Reports (JR)
4. Photographic Intell. Briefs (PIB)
5. Photographic Intell. Memoranda (PIM)

DD/S&T AREA

OSI

1. Scientific Intell. Digests (SD)
2. Scientific Intell. Memoranda (SM)
3. Scientific Intell. Reports (SR)
4. Scientific & Technical Intell. Reports (STIR)
5. Weekly Surveyors (WS)

DDP AREA

1. Center for International Studies Reports (CENIS)
2. Handbook for Special Operations (HSO)



ILLEGIB

**SECRET**

25 AUG 1964

*ASIT*  
*26 Aug 1964*  
*8/26/64*

MEMORANDUM FOR: CIA Records Administration Officer

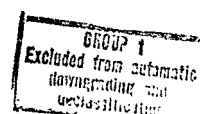
SUBJECT : Proposed Storage of USIB Material in the  
Federal Records Center, Suitland, Maryland

1. The plans and specifications of an Archives facility to be constructed in Suitland, Maryland have been reviewed. The specifications cited for the two vaults in subject facility meet this Agency's requirements for the storage of classified material of the type indicated below.

2. It is understood that the material proposed for storage in this facility would be NIS and similar type USIB publications as well as OCR collected material from other USIB members. There would be no material bearing a classification higher than SECRET and no material with special sensitivity indicators.

3. It is further understood that the procedures and controls to be set up for the operation of this facility will be coordinated with, and subject to the approval of this Office. }

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Chief, Physical Security Division, OS**SECRET**



STANDARD FORM NO. 64

CIA INTERNAL USE ONLY  
*Office Memorandum* • UNITED STATES GOVERNMENT

STAT  
TO :

DATE: 30 November 1961

FROM :

SUBJECT: Report Re: Microfilming Records in the Agency Records  
Center

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1. The sheer volume of 29,437 cu. ft. of records dictated that only a cursory examination of them would be practical in arriving at answers to [ ] questions concerning the possibility of these records being microfilmed. In terms of individual sheets of paper 29,437 cu. ft. amounts to approximately 58 million. Based on my findings upon examining the records together with inspection of inventory cards describing the records and conferences with [ ] employees I feel confident that the estimates contained herein below are reasonably accurate.

2. Answers to the specific questions asked by [ ] are set forth below along with a discussion of facts and figures leading to the answers.

- a. Is the material suitable for microfilming? This question is concerned only with the physical qualities of the records--not with the retention value of the material. It is estimated that approximately 27,000 cu. ft. could be microfilmed through the use of relatively high speed cameras. The remaining 2,500 cu. ft. consist of materials that do not lend themselves to microfilming, such as, IBM cards, sound belt recordings motion picture film, short lengths of microfilm, over-size documents, etc.
- b. What would it cost to microfilm? The only type or method of filming considered here for such a large volume of records is that which calls for using the 16mm rotary high speed camera with both manual and automatic feed. Total costs for this method, including document preparation (removing fasteners, bindings, etc.), preparing indexing devices (substituting hand printed targets for drawer labels, divider and folder tabs, etc.), camera operation, film developing, film inspection, carton labelling, supervision and labor,
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materials and supplies would approximate \$25 per cu. ft. or \$675,000 for the complete job of 27,000 cu. ft. This is the least expensive method of microfilming available. Technically, microfilm produced by this method would be of good quality for projection viewing--virtually 100% legible provided all hard copy is legible. It would be satisfactory for the most part for obtaining enlarged paper prints by using manually operated enlargers or microfilm reader-printers. Due to a great range in density and a relatively low resolution quality it would not be generally suitable for high speed quantity printing on automatic enlargers.

- c. Who would do the filming? The Agency does not begin to have the facilities required for a job of this magnitude. In terms of trained personnel, approx. 110 man years would be needed to complete this job not including personnel and facilities required to process 18,000 reels of film. Certainly, the job should be performed at a pace to keep ahead of net accretions which have been averaging 10,000 cu. ft. per year for the past few years. Just to keep pace with accretions would require 40-45 full time employees. To complete the filming of 27,000 cu. ft. in one year by Agency personnel would require 112 employees including film processing personnel. Since the Agency would need to recruit and train these people for only a one-time operation, the entire recruiting and training costs must be added to the cost given in 2b, above. That cost of approximately \$25 per cu. ft. is estimated to be what it would amount to if an outside contractor were hired to do the job. However, an outside contract would present a serious security problem as it would mean that from 60 to 120 contract employees would have to be amply cleared to handle the classified material involved. I would be inclined to recommend that the preparation of the records for filming and inspection of the completed film be performed by Agency employees and the actual filming by contract employees. This would mean that only 15 to 20 contract employees would have to be cleared. Less training of personnel would be involved by adopting this course as almost any unskilled clerk could do the bulk of the job with no training. Contracting for the actual filming would obviate the need for selecting and training operators and for procuring a large amount of equipment for one-time use.

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- d. What would be the cost of retrieval in terms of personnel and special equipment? This question is discussed with e below.
- e. Where should the film be stored and serviced? It is recommended that the completed film reels be returned to the offices having prime interest in the records contained thereon. Probably the Area Records Officers should have physical custody of the reels. In the main, reference to the filmed records would be through use of microfilm readers. Very few readers in addition to those already available would be required--perhaps as many as 12 at a cost of about \$10,000. The use of hard copy reproductions should be permitted only where clearly needed. Printed reproductions from the film would run from 5 to 12 cents per sheet depending on type of equipment used and straight run quantities. They could be produced on the spot with reader-printer equipment or through centralized facilities such as PSD/OL. The integrity of the various files or groups of records need not be disturbed. All documents would be filmed in the same order as they now exist and the present indexing arrangement for the hard copy files would hold for the microfilmed files. In my opinion microfilm will provide a satisfactory reference medium to these records if the Agency decides to film. Except for the very large initial cost I do not foresee much in the way of continuing costs for equipment nor the need for additional employees to service the film files.



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